

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **BREAUX BRIDGE** on **JULY 31, 2014**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory; planning, organizing, and directing the operations of a shift, function, or division fo the police department; personnel management; training; and the general care of maintenance of department equipment and property.	28.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, and direct the work of subordinates; to resolve conflicts; and to maintain discipline.	28.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	8.0%
LAW ENFORCEMENT Knowledge of law enforcement operations; including patrol practices and procedures involving defensive tactics, responding to crimes in progress, field interviews, arrest procedures, use of fire arms, and laws governing these procedures; and traffic control, vehicle stop situations, and traffic laws and regulations governing these procedures.	36.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.